

GAAP SIGN-OFF FORM
Fiscal Year Ended June 30, 2024

Agency name: _____ **Business Area:** _____

Preparer's Name: _____ **Phone Number:** _____

Email Address: _____ **Date:** _____

Initials	Description
_____	1. Trial balances have been reviewed for each fund.
_____	2. GAAP entries have been posted.
_____	3. Funds Held for Others (general ledger account 23010000) for Custodial funds is zero.
_____	GAAP packets have been submitted electronically for each fund with GAAP adjustments
_____	4. posted by the agency.
_____	All Grant schedules (Form 27.30.60), Federal Grants Transferred in from another state agency (Form 27.30.65), Federal Grants Transferred Out from another state agency (Form 27.30.66) Federal Sub-grant schedules (Form 27.30.70) have been submitted in Excel
_____	5. format.
_____	The accrual entry from the federal grant schedule uses the Federal Revenue accrual
_____	6. account 42100001 not Federal Grant account 42100000.
_____	All questionnaires have been submitted. (Debt Questionnaire, Pollution Remediation
_____	7. Questionnaire, and the Asset Retirement Obligation Questionnaire)
_____	The Representation Letter along with Schedule A attachments has been signed and
_____	8. submitted to OFR upon completion of the agency's GAAP review.
_____	The Contingent Liability Form has been submitted online and the Attorney Letter has been
_____	9. submitted via email to doug.miracle@ago.ms.gov or via hand mail to:
	The Honorable Lynn Fitch Attorney General State of Mississippi ATTN: Civil Litigation Division 550 High Street, Suite 1200 Jackson, MS 39201

